



SENIOR PERSONNEL SPECIALIST

SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR	<p>Sacramento County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Sacramento County.</p> <p>Positions exist in Sacramento County.</p>
FINAL FILING DATE	<p>July 8, 2010</p> <p>Applications (STD. 678, Rev. 8-09) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:</p> <p>California Highway Patrol Selection Standards and Examinations Unit P. O. Box 942898 Sacramento, CA 94298-0001</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that interviews will be held during August/September 2010.</p>
SALARY RANGES	<p>\$3658 - \$4446</p>
WHO SHOULD APPLY	<ol style="list-style-type: none">Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date, in order to participate in this examination; orMust be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; orMust be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; orMust be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</p> <p>One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.</p>
ADDITIONAL DESIRABLE QUALIFICATION	<p>Familiarity with automated systems.</p>
THE POSITION	<p>A Senior Personnel Specialist is the expert journey level. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist," researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.</p>
EXAMINATION INFORMATION	<p>The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified.</p> <p>Qualifications Appraisal Interview Only - Weighted 100%</p> <p>Scope:</p> <p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <ol style="list-style-type: none">Knowledge of:<ol style="list-style-type: none">Current office methods, procedures, equipment, and basic math principles.Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in state departments.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

- B. Ability to:
1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
 2. Independently interpret and use reference material.
 3. Give and follow directions.
 4. Gather data; design and prepare tables, spreadsheets, and charts.
 5. Advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations.
 6. Communicate effectively.
 7. Operate a computer keyboard/terminal.
 8. Establish and maintain cooperative working relations with those contacted during the course of the work.
 9. Organize and prioritize work.
 10. Create/draft correspondence.
 11. Maintain personnel records.
 12. Represent the department on intra/interdepartmental teams.
 13. Coordinate a variety of personnel/payroll transactions.
 14. Research critical transactions and recommend alternative solutions.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor’s responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 8-09) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Interview locations: It is anticipated that interviews will be scheduled in Sacramento.

Competition is limited to those who meet one of the criteria listed above under “Who Should Apply” and “Requirements for Admittance to the Examination.” Under certain circumstances others may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.